

## REPORTS INVENTORY

SRB 930 H

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

930 H NEW APPLICATIONS

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

☐ MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form, computer print-out, etc)

C-P-0

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

H-04

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (Include lowest level contributing information to report)

OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		.29		1.22		.12		14.64

## B. COSTS OF COMPUTER PRODUCED REPORTS

					.12		12		1.44
--	--	--	--	--	-----	--	----	--	------

TOTAL COSTS PER YEAR

\$ 16.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

14.1 PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

☐ OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

14.2 DATE OF INVENTORY

2 NOV 1970

STAT